

Town of Upper Marlboro

Façade Improvement Program Information



The Town of Upper Marlboro Façade Improvement Program (FIP) is a program administered by the Maryland-National Park and Planning Commission (M-NCPPC), Prince George's Planning Department, Community Planning Division in conjunction with the Town of Upper Marlboro. The purpose of the program is to aid building and business owners in the repair and restoration of commercial buildings within the downtown commercial district.

Eligible Improvements

- Painting
- Awnings and signage – new, repair, restoration
- Lighting – exterior, sign, display area
- Masonry repair
- Door and window restoration, repair, replacement, or reconfiguration
- Removal of incompatible exterior finishes
- Repair or restoration work that uses traditional building materials and is shown to be an original feature of the building.
- Landscape improvements if part of a larger façade improvement project for the building
- Parking lot improvements for parking lots visible from a public right of way and part of a larger façade improvement project for the building

Ineligible Improvements

- New construction or additions
- Roof repair or replacement
- Interior improvements
- Vinyl banners for signage

Policies and Procedures

- To be eligible, the property must be located in the downtown business district (see attached map).
- The property must be used for business and not residential uses. Mixed-use buildings that contain business uses on the ground floor and residential uses on the upper floors are eligible.
- Applications may be submitted by property owners or business owner tenants who have written permission to modify their leased space/building.
- Applicants must follow the Town of Upper Marlboro Design Guidelines when designing their façade improvement projects.
- Work to be performed must be permanent and visible from the street. Rear facades are not eligible unless clearly visible from a public right of way.
- Properties that are not in compliance with local planning and zoning laws are not eligible for the FIP unless the façade improvement grant will bring the property into compliance.
- A pre-application meeting must be held with the Town of Upper Marlboro prior to submitting a FIP application.
- Work begun prior to grant approval is ineligible for funding.

Town of Upper Marlboro

Façade Improvement Program Information



- The maximum grant reimbursement for a project will not exceed the approved amount regardless of the final project costs.
- All project expenses must be documented with receipts. Documentation must accompany the request for reimbursement form once work is finished. Requests for reimbursement will not be accepted prior to completion of all work.
- Only one application per building will be accepted during each application deadline.
- Applicants are encouraged to apply for the first round of funding as funds will not be reserved for the two funding rounds. If all funds are utilized during round one of funding, there will not be a second round of funding.

Project Funding Limits

Type of Owner	Grant Amount	Applicant Contribution	Total FIP
Property Owner	50% up to \$30,000	50% up to \$30,000	up to \$60,000
Business Owner	66.6% up to \$5,000	33.3% up to \$2,500	up to \$7,500

Project Timeframe

- The project construction or work must be completed within six (6) months. The six-month time period will begin when all applicable approvals and permits have been issued for commencement of the work.

Applicant Responsibilities

- The applicant is responsible for obtaining all necessary approvals and permits. For designated historic sites, all FIP applications must be approved by the Prince George's County Historic Preservation Commission (HPC) and obtain a Historic Work Area Permit (HAWP). For more information about the HPC approval process or the HAWP, see the [Historic Preservation Commission](#) website.

Application Deadlines

- Round One Submission Deadline – January 2, 2015
- Round Two Submission Deadline – January 2, 2016 (if funds remain)

Application Review Process

- All applicants must schedule a pre-application meeting with the Town of Upper Marlboro. Applications will not be accepted without the requisite pre-application meeting. During this meeting, the Town will provide feedback and suggestions to the applicant on design guidelines and strengthening the application.

Town of Upper Marlboro

Façade Improvement Program Information



- Application packets must be submitted to the Town of Upper Marlboro. Once received, applications will be reviewed by a designated Town of Upper Marlboro Façade Improvement Program Committee for one of three actions:
 - ✓ A recommendation on local approval;
 - ✓ Issuance of written comments on ways the application could be strengthened; or
 - ✓ A denial
- If the project is recommended for local approval, the application will be forwarded to the Maryland Department of Housing and Community Development (DHCD) for the final approval/rejection. This step in the process also includes approvals led by DHCD personnel from the Maryland Historical Trust and the DHCD Codes Administration Office. Applicants must obtain the necessary form at http://mht.maryland.gov/documents/PDF/Compliance_Forms_Projectreview.pdf
- If the Town of Upper Marlboro Façade Improvement Committee believes the proposed project could be improved, they will provide written comments to the applicant requesting revisions to the design proposal and application. Once the project is resubmitted, the Committee will either make a recommendation for local approval and forward the application to DHCD, or it will deny the application.

Reimbursement

- Grant funds are issued on a reimbursement basis and cannot be issued until the project construction has been completed. Before a check is cut by the State of Maryland, applicants will need to submit proof of payment for completed work and Planning Staff must review the completed project to determine that the work performed is consistent with the work that was approved. Once the work is approved, the Town of Upper Marlboro will process a reimbursement request with the State. Generally, the State takes between 30-60 days to process a reimbursement check.

Additional Information

- For more information or to schedule your pre-application meeting, contact the Town of Upper Marlboro at 301-627-6905, M-NCPPC at 301-780-2222, or email FIP@uppermarlboromd.gov.